



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Nursing		
Document:	Departmental Policy and Procedure		
Title:	Nursing Departmental Vacation Plan		
Applies To:	All Nursing Staff		
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1. PURPOSE:

- 1.1 To outlines guidelines for vacation schedules that will not affect the working schedule in unit/ ward.

2. DEFINITONS:

- 2.1 **Vacation Leave Schedule** – is a scheduled period of exception from work granted by the employer.
- 2.2 **Emergency Leave** – is granted for clinical illness in the immediate family for emergency situations.
- 2.3 **Compassionate Leave** – is granted for a death in the immediate family.

3. POLICY:

- 3.1 Vacation Leave:
 - 3.1.1 The annual vacation scheduling process normally will occur in the following year.
 - 3.1.2 Vacation request during the annual process are granted by the Nursing Administration.
 - 3.1.3 Employees will submit vacation request form/ send request through Mawared system with approval from Nursing Administration.
 - 3.1.4 Each employee is entitled to thirty six (36) days of vacation per year.
- 3.2 Emergency Leave is granted for critical illness in the immediate family or emergency situations. This leave must be approved by Nursing Director and Hospital Director. The purpose of the leave is to allow the employee time to go home to put plans in motion to resolve the problem, but not necessarily to wait until the problem itself is fully resolved (Emergency Leave days will depends on government and hospital internal policy).
- 3.3 Compassionate leave is granted for death in the immediate family (Father, Mother. Wife, Husband or Child). Only unpaid leave can be attached to compassionate leave, the ticket will not be reimbursed.
- 3.4 Maternity Leave: 70 days maternity leave is granted for Staff Nurse according to contract type.
- 3.5 Emergency/ Compassionate leave can be processed at the weekends through the Nursing Supervisor, Nursing Director/ Head of the Personnel Department.
- 3.6 If employees wish to extend emergency leave, employees must put the request in writing to the Nursing Director to seek approval and to determine return.
- 3.7 Late employee must then send telex or fax confirming new return date and number where employees may be contacted.

4. PROCEDURE:

- 4.1 Send leave request through Mawared system and/ or complete the leave request form as applicable including clearance.
- 4.2 In Emergency and Compassionate leave:

- 4.2.1 Inform party relaying death or emergency information to send fax immediate, giving specific information related to the following;
 - 4.2.1.2 Employee's full name
 - 4.2.1.3 Who is ill or died
 - 4.2.1.4 Relationship to employee
 - 4.2.1.5 Nature of emergency to return home immediately
- 4.2.2 Notify immediate the Head/ Charge Nurse and/ or Nursing Supervisor on duty for weekends and nights.
- 4.2.3 Notify the Personnel Services and the Government Relation Office that an emergency/ compassionate leave is being processed.
- 4.3 In Maternity Leave:
 - 4.3.1 Send vacation request to the Head Nurse together with the Medical Report as a supporting document of pregnancy. It will then be forwarded to the Nursing Administration and Human Resource Personnel for approval.
- 4.4 Once the leave has been approved, proceed with the steps as follows:
 - 4.4.1 Make travel arrangements through the travel agency.
 - 4.4.2 Submit a copy of signed leave request, one (1) passport size photo, visa fee and confirmed flight reservation to Personnel Department for exit/ re-entry visa.
 - 4.4.3 Receive exit/ re-entry visa.
- 4.5 On return from Emergency/ Compassionate leave, submit the original death certificate, employee's birth certificate or marriage certificate (for verification of relationship).

5. MATERIALS AND EQUIPMENT:

- 5.1 Vacation Leave Form
- 5.2 Mawared System

6. RESPONSIBILITIES:

- 6.1 Director of Nursing
- 6.2 Head Nurse
- 6.3 Nurse Supervisor
- 6.4 Staff Nurse

7. APPENDICES:

- 7.1 N/A

8. REFERENCES:

- 8.1 Ministry of Health, General Nursing Administration, Functions and Duties Policies and Procedures
- 8.2 CBAHI NHS 3rd Edition 2015

9. APPROVALS:

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